

## **Standing Operating Procedure for the SLT Interface, STDG022 Screen Comma-Delimited Function**

**A. Purpose:** This SOP provides the necessary procedures to interface a data file in the comma delimited format (i.e., file extension .csv) in to the Summary Level Transfer (SLT) module. Please note the following:

1. The primary purpose of this function is to ease the burden of data entry in to the SLT module. The user will be able to use a prescribed formatted spreadsheet file containing their cost transfer data that has been saved in the 'comma delimited' format, and load that data in to the SLT module.

2. The feature will create a two sided SLT batch. The user will work through any errors as usual until their batch passes all system and necessary business rule administrative edit checks and is ultimately in the Submitted transfer status.

3. This procedure will increase the user's ability to submit their cost transfer transactions in an efficient and timely manner.

**B. Background:** Initially the SLT Interface function required a prescribed layout ASCII formatted file. This file layout format was difficult to accomplish. The NOAA CAMS Program Division developed an Access program for the Funds Management Branch (FMB) that would convert an Excel file in to the ASCII format to be interfaced. There were many problems with this process which resulted in the delay of transfers being processed in CFS. NOAA requested the DoC CAMS Support Center to enhance the SLT Interface feature to process a comma delimited '.csv' formatted spreadsheet file. This enhanced functionality will be very beneficial to the user community and FMB. It will allow the user to interface their transfer data in to the SLT module from a spreadsheet, thereby minimizing data entry key strokes. The FMB resources currently spent on working the ASCII file problems will be available for other processes.

**C. File Requirements:** The requirements of the interface spreadsheet file are as follows:

1. A spreadsheet file consists of three sections in a prescribed format. The three sections are as follows:

a. Header line - the header line must be the first line of the spreadsheet.

b. Detail lines - the detail lines will immediately follow the header line; no column headings; a detail transfers FROM and TO line should be consecutive (e.g., we strongly suggest showing the FROM line then the TO line, and continue with the next transfer FROM and TO, and the next FROM and TO, etc...); and no blank lines or rows between detail lines.

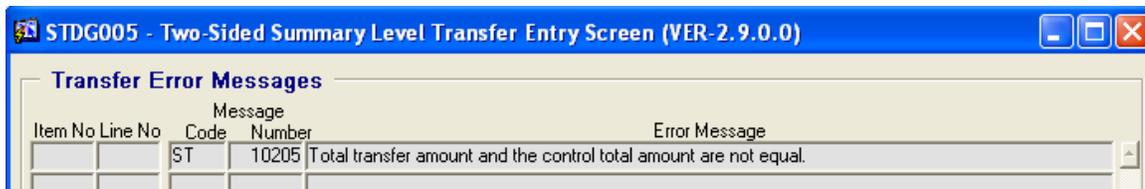
c. Trailer line - the trailer line will follow the last detail line and must be the last line of the spreadsheet.

2. The 'controlled error' will be the amount segment on the Header line. A detailed explanation of the controlled error is provided in the below paragraph D, titled, Controlled Error.
3. The spreadsheet file must be saved in the comma delimited file that has the extension of .csv.
4. The file layout is provided in this SOP as Enclosure 1.
5. The Abbreviated Instructions, Checklist, SOP, file layout, and small and large samples of Excel (\*.xls) formatted spreadsheet files are available on the CAMS Home web page. These files may be viewed or downloaded at the following URL link:

<http://www.rdc.noaa.gov/~cams/slt.htm>

**D. Controlled Error:**

1. The 'controlled error' is a system validation error that will prevent the batch from being successfully submitted so that the Submission Status = Y, while validating the batch details with all of the other system edits.
2. The controlled error will be applied to the amount segment on the Header line. The spreadsheet file layout requires the Total Amount of the batch to be shown on the Header line. Users must not include the correct dollar amount on the Header line. You may provide an amount that is out of balance by at least \$.01 cent. You may show \$00, as long as the amount does not agree with the amount of the transfer. This will allow the batch to be validated with the system edits, but prevent the batch from successful submission.
3. This unsuccessful submission will allow the user an opportunity to process the batch through the STDGERR, NOAA Business Rules and Violations Report, to verify that no unnecessary business rules are violated before the final submission. Note that once a batch has been submitted successfully so that the Submission Status = Y, the batch is electronically locked from any changes.
4. The controlled error using the Amount field will cause the following error on the Transfer Error Messages screen:



**E. Interface Procedures:**

1. The user will open the STDG022, SLT Interface Screen. Do the following:

a. Open, by double clicking on the SLT - Summary Level Transfer option, or click one time on that lines plus sign '+'.)



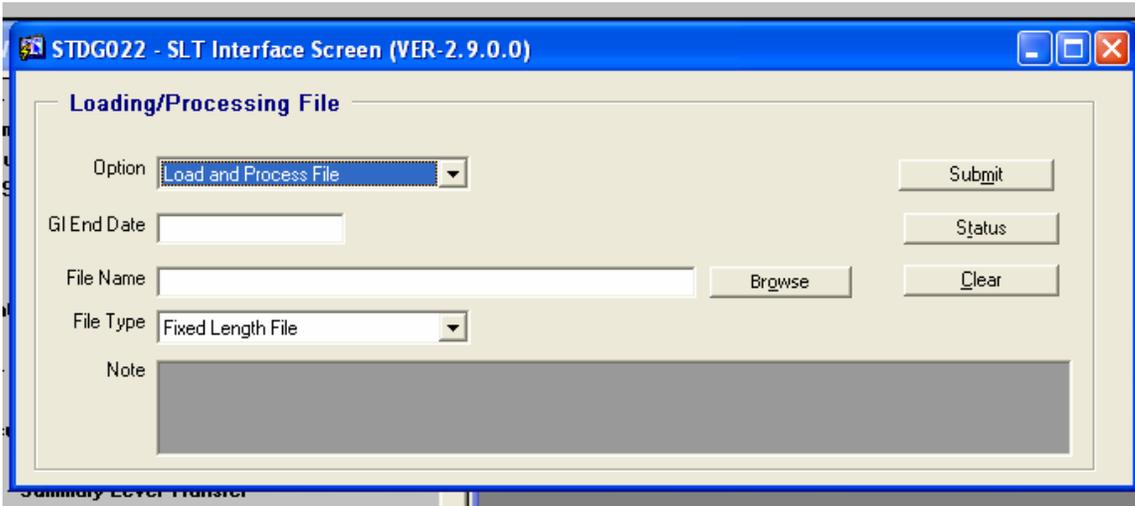
b. Double click on the Interface sub-directory, or click one time on that lines plus sign '+'.)



c. Double click on the STDG022 - SLT Interface Screen line.

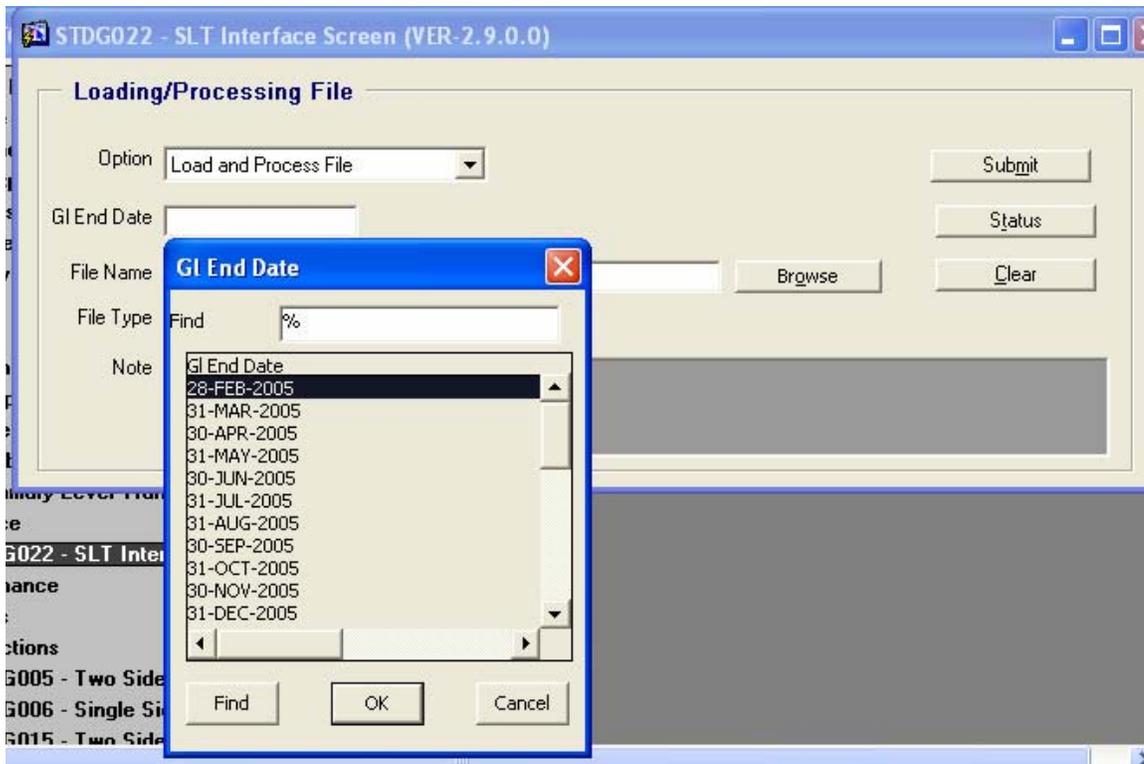


This action will display the STDG022 - SLT Interface Screen. The screen is shown below:



2. The user will complete the STDG022 - SLT Interface Screen as follows:

a. GI End Date: Display the list of values and select the current open GI End Date. Place your mouse pointer in the GI End Date block and double click. The latest GI End Date will be shown as the first selection. Reference the following example:



b. Click the OK button. The system will populate the latest open GI End Date value in the block. An example appears below:

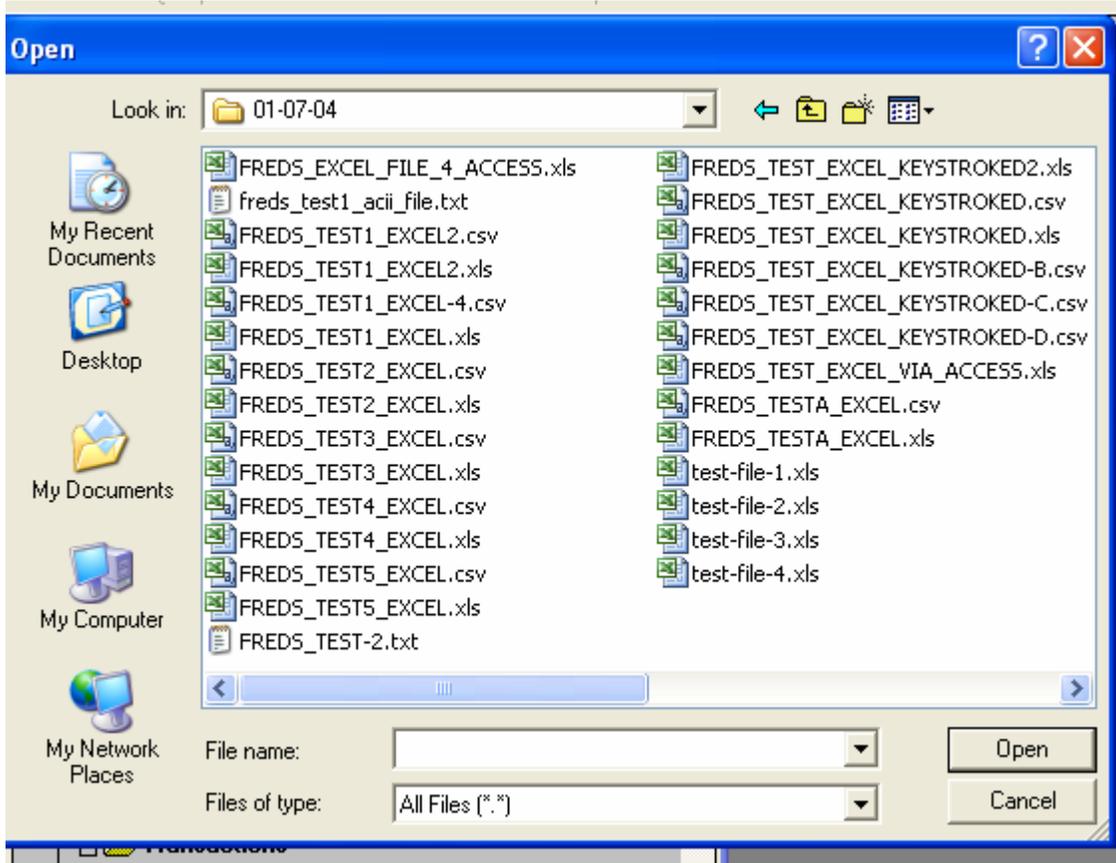


3. File Name: Identify the drive, directory, and file name of your interface file.

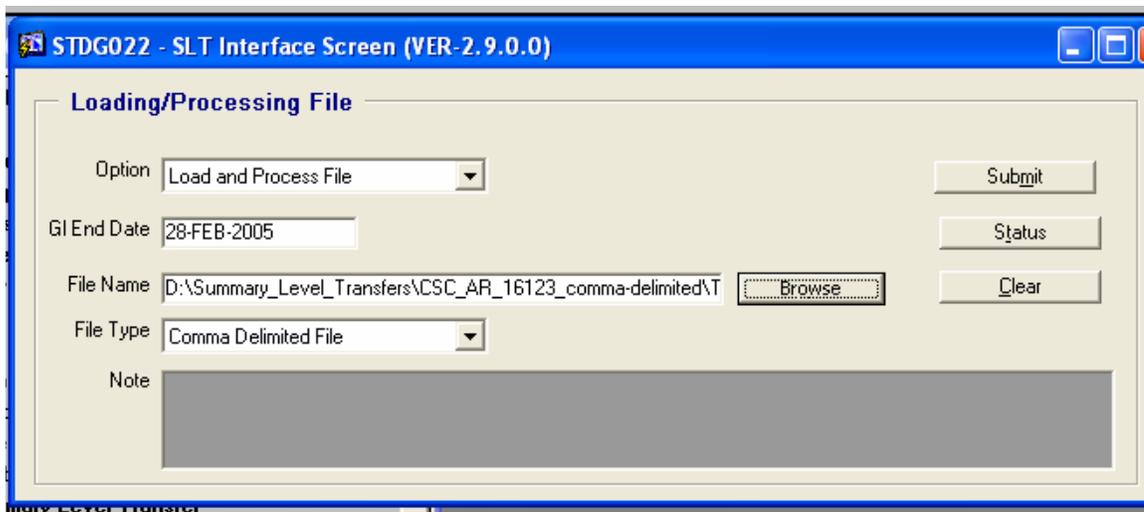
a. You may key stroke the information or you may use the browse feature of the software by clicking on the Browse button. The Browse button appears below:



b. The Browse feature will display a window similar in appearance and with the same search functionality as Windows Explorer. Browse and locate your interface file. A sample window is shown below.

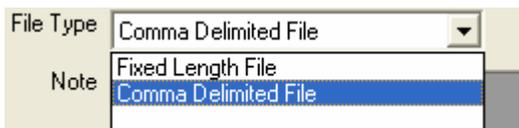


c. Place your cursor on the \*.csv file you wish to interface and click the Open button. The system will close the search window, return you to the STDG022 screen, and populate the drive\directory\file name you selected in the File Name block. A sample appears below:



4. File Type: You must identify the file type to be interfaced as a Comma Delimited File.

a. Click on the File Type block's down arrow. The system will display the two types of files to be interfaced; Fixed Length Files and Comma Delimited.



b. Highlight by clicking on the Comma Delimited File line and press the Enter key. The system will close the pop-up window, populate the File Type with the value Comma Delimited File and return to the STDG022 screen.

5. Submit the interface file by clicking on the Submit button. The Submit button appears below:



6. The system will read your interface \*.csv file and attempt to create a batch for the data. This process will check your data file for system errors but not for NOAA business rule violations. Any file will result in one of three possible scenarios:

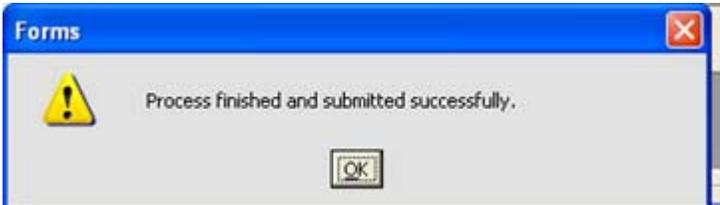
a. processed with no errors (no system validation errors occurred , the process creates a batch and sets the Submission Status = Y, the batch is electronically locked from any changes)

b. processed with some system errors (some system validation errors occurred, the process creates a batch, but the Submission Status = N, remember the Controlled Error in above Paragraph E)

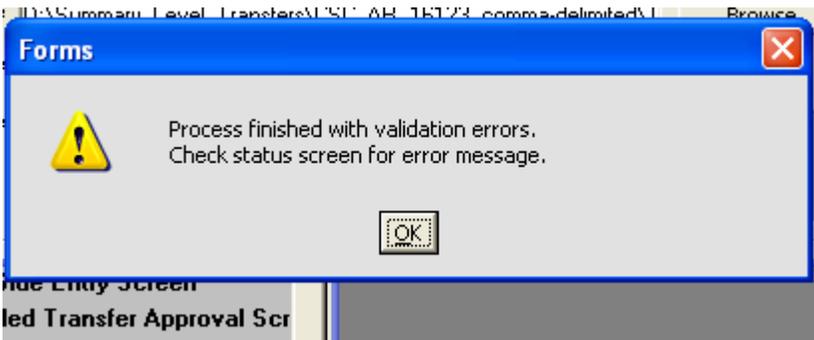
c. not processed due to fatal errors (no batch number, no two sided batch)

7. Instruction details follow:

a. The Interface process may not encounter any system validation errors (i.e., when the controlled error is not used and no other system validations are failed). In this case the system will respond with an message that the process finished and submitted successfully. A sample is provided below:

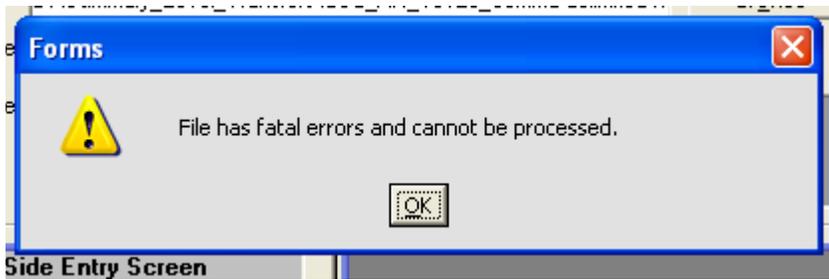


b. The process may encounter system validation errors. (The controlled error will cause a validation error.) The message will appear as the following:



When this message appears the user should close out of the interface option and open the SLT Transactions - Two side Transfer Entry Screen option. Find and open their batch and work through the errors. Continue with Step 7 below.

c. The process may encounter fatal system errors. A fatal error will prevent the comma delimited file from creating a batch. An example of a fatal error is when a wrong line count is shown on the Trailer line. Fatal errors prevent the system from loading the transfer data, there is no batch, there is no batch number. If the errors are fatal the message will appear as the following:



When this error message is shown the user must correct the fatal error(s) in the interface file and interface the file again. After you close the error pop-up window you may click on the Status button to view what fatal errors occurred.

- d. Close any of these three message screens by clicking on the pop-up message screens red X or on the OK button.
8. After the interface process has completed with no fatal error close the STDG022 Interface Screen. There are two ways to close the STDG022 screen. You may:

- a. Click on the red X in the upper right hand corner of the screen

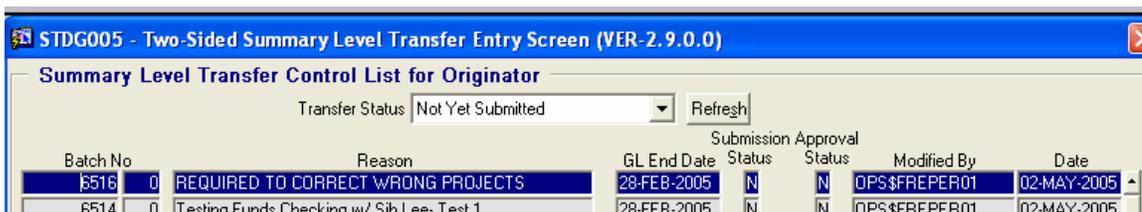
or

- b. Click on the blue Exit door in the upper left hand corner of the window

9. Open the SLT, Transactions, STDG005 - Two Side Transfer Entry Screen by double clicking on the STDG005 line. The line appears below:



10. The system will display the STDG005 - Two Sided Summary Level Transfer Entry Screen, Summary Level Transfer Control List for Originator screen. A sample is provided below:



11. Identify your batch number, place the cursor on the line containing your batch number, and click on the View/Edit button. The View/Edit button is shown below:



12. This action will open your batch. Click on the STDG005's View Error button, identify and correct your errors. The View Error button is located on the screens right hand column. That column of buttons appears below:



13. Submit the batch again by clicking on the STDG005's Submit button. The Submit button is shown on the screens right hand column.

14. View the batch errors by clicking on the View Error button.

15. Repeat steps 11 through 13 until all errors **except the controlled error** are corrected.

16. Close the Transfer Error Messages screen, the batch, and the Summary Level Transfer Control List for Originator screen; and return to the CAMS NAVAGATOR, SLT - Summary Level Transfer directory. You may easily do this by clicking on the blue Exit door - once for each step backward. If you click the blue exit door too many times the system will close your connection to CAMS NAVAGATOR menu and log you out of CITRIX.

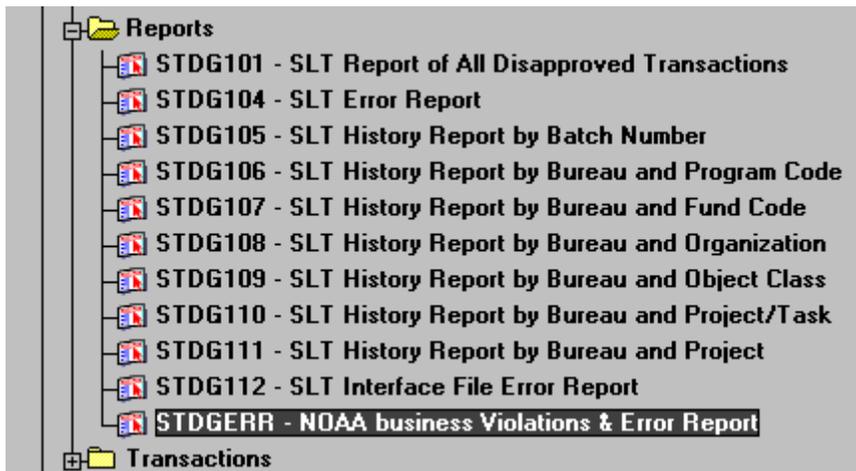
**F. NOAA Business Rules and Violations Report:**

1. Run your batch through the NOAA Business Rules and Violations Report, STDGERR report. Do the following:

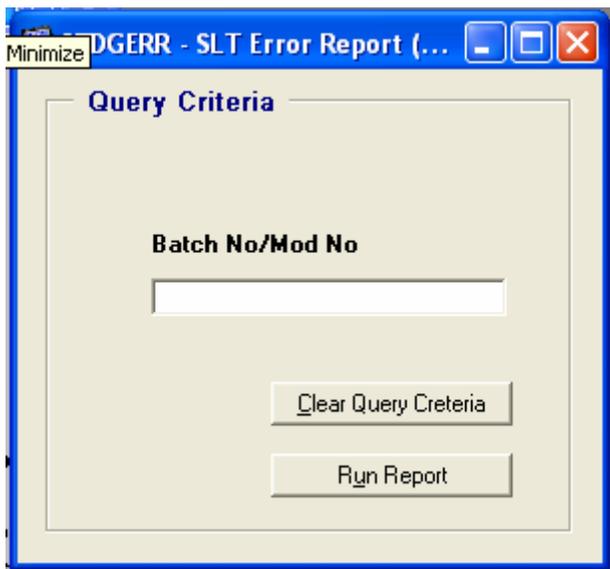
a. Open the SLT Reports option by double clicking on the Reports sub-directory, or click one time on that lines plus sign '+'. (Please note you will not see the Maintenance option - this option is for FMB personnel only.) See below:



b. The system will display the list of possible reports you may run. You want to select the NOAA Business violations & Error Report, shown at the bottom of the list. The list of reports is provided below.



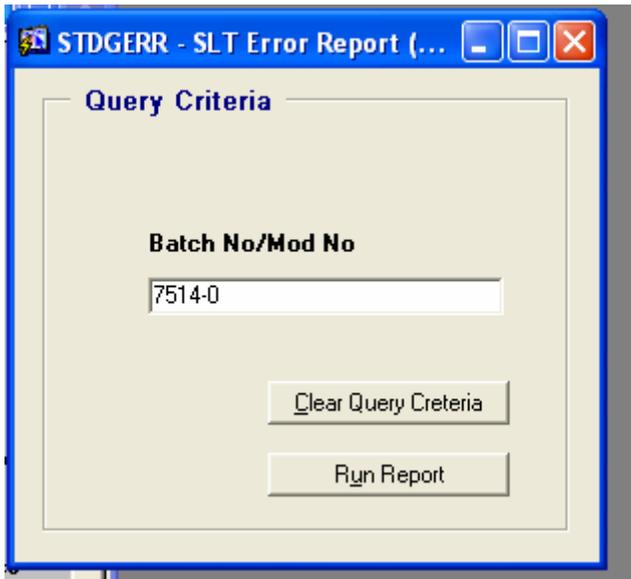
c. Double click on the STDGERR - NOAA business Violations & Error Report option. The system will display the pop-up window of the report. This pop-up window is used to submit the report. Note the results of the report will display both, the business rule violations and the system validation errors. The STDGERR - SLT Error Report pop-up window is shown below:



d. Enter your Batch No followed by a minus sign (i.e., '-') followed by the Modification No. A sample format is 7514-0.

**NOTE: USING A SLASH '/' BETWEEN THE BATCH NO AND THE MOD NO WILL RESULT IN THE REPORT SHOWING NO RECORDS RETRIVED (i.e., NO RECORDS FOUND).**

The following screen shows an example of a STDGERR screen properly completed.



- e. Initiate the report by clicking on the Run Report button.

HELPFUL HINT: The report search did not find your batch information if the report displays the following text block:

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*****  
**** Report Ran Successfully -- No Records Retrieved. ****  
*****
```

f. Use the report to identify any appropriate business rule violations and system validation errors. Note when using the controlled error the report will display the following line in the Transaction Summary section:

Error: Total transfer amount and the control total amount are not equal.

- g. Close out the business rules report by clicking on the X in the upper right hand corner of the report.

### G. Submit the SLT Batch:

1. Open the SLT - Transactions sub-directory and click on the STDG005 option. Place your cursor on the line with your batch number and click on the View/Edit button. Correct any necessary business rule violations and system validation errors. Submit your batch again by clicking on the Submit button.
2. Once your batch has been successfully submitted the Submission Status value will be set to 'Y'. You must complete the appropriate email. Generally, the rules are:

- a. Email FMB (i.e., TO: Gail.J.Tiktinsky@noaa.gov and CC: Joyce.A.Bowman@noaa.gov) when the batch does not cross an FMC.
- b. Email the affected FMC, do not include FMB personnel, when the batch crosses an FMC.
- c. Refer to the SLT User Guide, Chapter 7, for all of the NOAA Business Rules. The guide is available at the following URL:

[http://www.rdc.noaa.gov/~cams/SLT\\_TOC.htm](http://www.rdc.noaa.gov/~cams/SLT_TOC.htm)

**H. Point of Contact:** You may direct any questions you have on this SOP to the CBS Clientservices Help Desk at 301-427-1023 or email to [clientservices@noaa.gov](mailto:clientservices@noaa.gov).

**Enclosure 1**  
**SLT INTERFACE EXCEL FILE LAYOUT TO BE SAVED IN THE COMMA  
DELIMITED FORMAT (\*.csv)**

**HEADER LINE - must be the first line of the file**

<b>Data Segment</b>	<b>Excel Column</b>	<b>Length</b>	<b>Required Field</b>	<b>Data Description</b>
Control/Detail Indicator	A	1	Required	Use "C" to indicate the line is for the transfer header.
Two-sided or single sided indicator	B	1	Required	Use "2" to indicate this is a transfer.
Bureau Code	C	2	Required	Use '14' for NOAA or '13' for BIS
Total Amount	D	17	Required	When used as the CONTROLLED ERROR.: enter <b>0</b>  If you do not use this Data Segment as the Controlled Error the Total Amount will be:  The total amount for the transfer. The number can be left or right justified. NO COMMAS. Examples of valid formats are: 128335.50, 128335, -128335.50, +128335.50
Total Units (These are HOURS for NOAA & BIS)	E	15	Required	If transferring HOURS, this is the total number of hours being transferred. The format is the same as amount above. <b>If transferring amounts only this field will be 0.</b>
Suggested Approver (Do not enter data)	F			<b>Leave this field blank</b>
Point of Contact	G	80	Required	Free format text for the contact person and phone number
Reason	H	100	Required	Free format text for the reason of the transfer. Please insert enough of a description to identify the organization and type of activity. (E.g. NLSC-CLS Inventory Issues)

**DETAIL LINES (Both From and To sides of the transfer): must follow the HEADER LINE**

<b>Data Segment</b>	<b>Excel Column</b>	<b>Length</b>	<b>Required Field</b>	<b>Data Description</b>
Control/Detail Indicator	A	1	Required	Use “ <b>D</b> ” to indicate the line is for the transfer detail information
From/To Flag (F or T)	B	1	Required	Use “ <b>F</b> ” to indicate the record is the “from” side, “ <b>T</b> ” for the “to” side.
Fund Code Fiscal Year	C	4	Required	The fund code fiscal year for the detail transfer record. (E.g. 2005)
Project Code	D	7	Required	The CAMS format project code (use only CAPITALS)
Task Code	E	3	Required	The CAMS format task code (use only CAPITALS)
Org1 Code	F	1-2	Required	The level 1 of the org code (e.g. 1,6,10, 20, 30,40,50, etc)
Org2 Code	G	1-2	Required	The level 2 of the org code (e.g. 1, 9, 10, 99)
Org 3 Code	H	4	Required	The level 3 of the org code (e.g. 1, 9, 0010, 0200, 3000)
Org 4 Code	I	2	Required	The level 4 of the org code (e.g. 1, 9, 10, 99)
Org 5 Code	J	2	Required	The level 5 of the org code (e.g. 1, 9, 10, 99)
Org 6 Code	K	2	Required	The level 6 of the org code (e.g. 1, 9, 10, 99)
Org 7 Code	L	2	Required	The level 7 of the org code (e.g. 1, 9, 10, 99)
Object Code 1	M	2	Required	Object Class 1 (e.g. 11, 25, etc...)
Object Code 2	N	2	Required	Object Class 2 (e.g. 11, 25, etc...)
Object Code 3	O	2	Required	Object Class 3 (e.g. <b>00</b> )
Object Code 4	P	2	Required	Object Class 4 (e.g. <b>00</b> )
User Defined ACCS	Q	6	Required	Enter 6 number 0's: <b>000000</b>
Customer/Vendor Flag	R	1	Required	Use “ <b>V</b> ” for Vendor
Customer/Vendor Number	S	10	Required	Use a vendor code that will be set up to indicate that this is a transfer within NOAA. Use ‘ <b>9999999999</b> ’
Customer Contact or Vendor ID	T	1	Required	Enter number one: <b>1</b>
Amount	U	15	Required	The amount of this detail line. Both the from and to will normally be a positive number. However if the amount is negative include a preceding minus sign. The amount can be either left of right justified. <b>NO COMMAS</b>
Unit Quantity (This is the number of hours to be transferred. <b>Enter 0 when hours are NOT being transferred.</b> )	V	1 - 10	Required	The quantity of HOURS to be transferred. Both the from and to will normally be a positive number. However if the dollar amount is negative include a preceding minus sign for the quantity. The quantity can be either left of right justified. <b>This cannot be a null value but can be 0.</b>
Unit Code	W	1 - 4	Optional	The code for the Units. This is required if the Unit Quantity is not 0. <b>If the UNIT QUANTITY is a value other than 0, then the UNIT CODE must be HOURS.</b>
Reference Number	X	20	Optional	This is for information purposes only. This could be a tie back to the feeder system (e.g. “NCDC-CSL” or it could tie to a specific feeder system number.

**TRAILER LINE - must follow the last DETAIL LINE and be the last line in the file**

Column	Starting Position	Length	Required or Optional	Description
Control/Detail Indicator	A	1	Required	Use "T" to indicate the line is for the transfer trailer record.
Record Count	B	10	Required	The record count of number of records included in this batch (including the header and detail lines, but not trailer record). Do not show leading zeros'. Examples are: 3, 7, 100, etc. <b>DO NOT COUNT THE TRAILER LINE.</b>